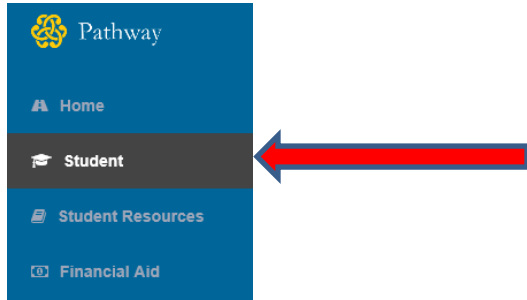


A Guide to Ordering your Official Transcript

1. Log in to your Pathway account at pathway.clovis.edu

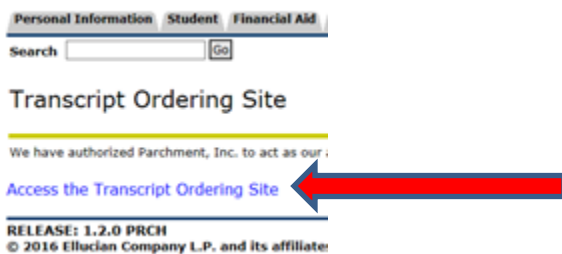
2. Select the “Student” tab:



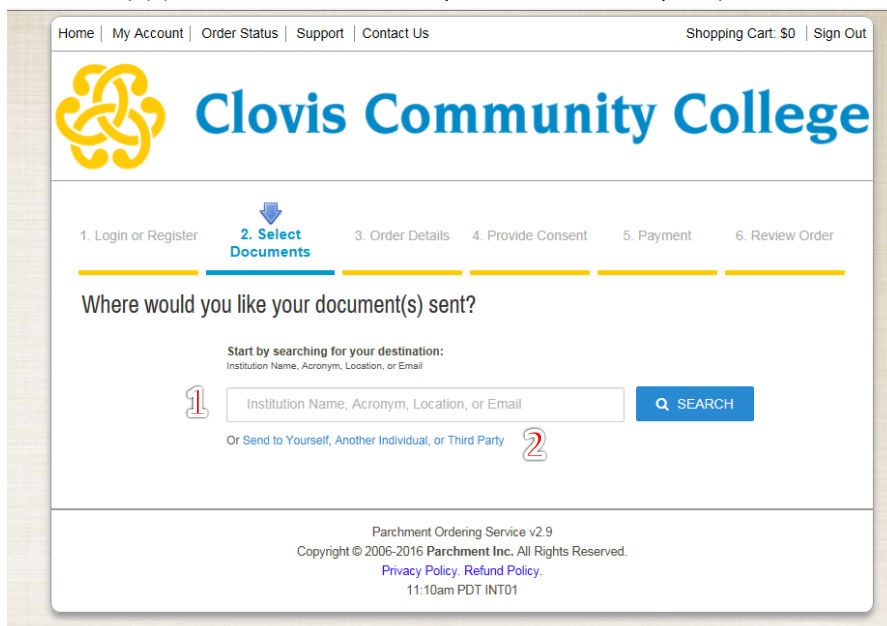
3. Click on the “Order my transcript” icon:






4. Select the “Access the Transcript Ordering Site”:



5. If it is your first time accessing the transcript ordering site, you will be prompted to complete the required fields of personal data as the first step. The next step of the ordering process is selecting your recipient. You may choose to search for an institution (1) (all contact information is provided with this option) or enter the contact information manually (2):



6. Select the type of product you'd like to request. Options are:
 - a. eTranscript: Delivered as an electronic document to the recipients specified email address
 - i. This option is the quickest way to send and receive a transcript.
 - ii. This option is preferred by most institutions.
 - b. Paper Transcript – Mailed: Sent through the United State Postal Service.
 - i. This option has additional fees associated with the method of shipping chosen.
 - c. Paper Transcript – Pickup: Held in the Admissions & Records Office.
 - i. Student will be the only person allowed to pickup and must provide ID.

| | | |
|---|--|--------|
|  | eTranscript Order an official, certified PDF of your transcript. Orders are generally processed within a few business days (Allow additional processing time for high volume periods). Please confirm with the... | \$6.00 |
|  | Paper Transcript - Mailed Order an official paper copy of your transcript. Orders are generally processed within a few business days (Allow additional processing time for high volume periods). NOTES: Transcripts will not be... | \$6.00 |
|  | Paper Transcript - Pickup Order an official paper copy of your transcript. Orders are generally processed within a few business days (Allow additional processing time for high volume periods). NOTES: Transcripts will not be... | \$6.00 |

7. Enter any mailing or email information required. Then select your order options:
 - a. Processing Time:
 - i. Now – send the transcript as soon as possible
 - ii. Hold for degree – for students who need to wait for a conferral date
 - iii. Hold for grades – for students who want to wait until the current semester grades are posted
 - b. Mailing method:
 - i. Standard USPS – for any domestic mail recipients
 - ii. International – for any international mail recipients
 - iii. FedEx Overnight – for overnight mailing
 - c. Recipient Name (if required)
 - d. Purpose for Transcript
 - e. Quantity
 - f. Click “Continue” after reviewing your order options
8. Review your shopping cart:
 - a. You can repeat the process and add additional transcripts by selecting “Continue Shopping”
 - b. Click “Checkout” to continue the ordering process
9. The next page is consent to release your records. By logging in through Pathway, we have your consent on file.
10. Review your order and click “Confirm”
11. You can track your order at any time by viewing information in the “Order Status” tan at the top of the screen. To log in to Parchment at any time, simply return to Pathway and click the “Order my Transcripts” icon.

For any questions or concerns, please review our Transcript information and FAQs online at www.clovis.edu/transcripts